

**DUTY STATEMENT**

DS 3022 (6/2021)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
OFFICE OF PROTECTIVE SERVICES  
PROFESSIONAL STANDARDS BRANCH**

**DUTY STATEMENT**

**JOB TITLE:** SUPERVISING SPECIAL INVESTIGATOR II      **POSITION #:** 472-542-8547-002  
**WORKING TITLE:** COMMANDER

**POSITION DESCRIPTION:** The Supervising Special Investigator II manages and coordinates Quality Assurance (QA), internal audits of police operations and investigations provided at Developmental Centers/Community Facility (DC/CF) and Headquarters (HQ); coordinates and manages the Professional Standards Branch and oversee the administrative functions at HQ; coordinates and manages background investigations for the law enforcement positions at the DC/CF and HQ; coordinates and manages Criminal History Reports; develops or consults on statewide policies and procedures for the law enforcement or fire services; develops or consults on statewide law enforcement training programs and provides technical support; conducts and/or provides consultation and/or direction on investigations which are most sensitive or complex.

**SUPERVISION EXERCISED:** May supervise SSI I, Investigators, and support staff assigned to HQ.

**SUPERVISION RECEIVED:** Under the direction of the Chief of the Office of Protective Services (OPS).

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 25% Manage, coordinate, and implement a statewide QA and internal audit system of functions associated with the police operations and investigations at the DC/CF and HQ.
- 25% Manage and coordinate background investigations for law enforcement personnel hired at the DC/CF and HQ; coordinate and manage Criminal History Reports; assist the SSI I through consultation and review of training development and implementation.
- 15% Conduct, manage and coordinate HQ investigations and other sensitive or complex investigations involving law enforcement personnel or other staff at the DC/CF or HQ.
- 15% Provide technical support and consultation to departmental personnel on issues involving law enforcement; review and evaluate reports prepared by other investigators; work with and secure the cooperation of federal, state, and local law enforcement agencies; make physical inspections of departmental property and equipment and make recommendations regarding actions; develop and maintain working relationships with court personnel, department staff, and labor unions; file complaints; take all actions necessary to investigate and prepare cases and appear as a witness in court or administrative proceedings.

**Marginal Job Functions:**

- 10% Prepare necessary reports and correspondence; evaluate the performance of staff members.
- 10% Conduct, direct or participate in the more difficult or confidential and sensitive field investigations, including potential criminal prosecutions.

**WORKING CONDITIONS:**

Work is performed in an open-spaced partitioned office environment close to co-workers. Respond to multiple assignments with conflicting priorities and light timelines, up to 10-20 percent statewide travel.

The SSI II must possess and maintain a California Drivers License and be able to drive an automobile and travel by other modes of transportation to conduct QA internal audits and investigation assignments. Have the ability and willingness to travel overnight and to work odd and irregular hours. The SSI II must maintain effective work relations with DDS.

The SSI II must have:

- Ability to work irregular hours which may include overnight travel for extended periods;
- 24/7 availability to respond to emergencies personally or via designee;
- Ability to conduct on-site inspections, reviews, and evaluations of all functions assigned to the Commander;
- Physical ability to respond and perform the duties of a peace officer; and
- Ability to work in a variety of settings including but not limited to an enclosed office and/or cubicle setting environment.

The SSI II must be able to drive an automobile and be able to travel by other modes of transportation throughout the state to conduct on-site evaluations, reviews, and assessments.

This position is a peace officer classification and the SSI II must meet all applicable state laws and regulations in order to meet the minimum qualification required under the Government Code. This is a POST agency and specific requirements must be met to comply with POST regulations.

The SSI II position will perform all duties unarmed according to current DDS policy and may be asked to perform other duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: The functions of police, investigations, and fire protection services as provided to the consumers and employees at the DC/CF; criminal and administrative techniques and procedures utilized in a variety of investigations involving consumers and employees at the DC/CF; practices of conducting IA investigations involving alleged criminal and administrative misconduct by peace officers; practices of conducting background investigations for law enforcement personnel; practices of conducting QA reviews and internal audits of law enforcement and fire functions at the DC/CF;

applicable criminal and administrative laws or regulations that pertain to OPS, including but not limited to the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, Government Code, and the California Code of Regulations; Agencies who utilize and/or have contact with DC/CF, i.e.: Department of Health Services, Department of Justice, California Highway Patrol, Department of Mental Health, Regional Centers, and local law enforcement and district attorneys.

Ability to: Develop and maintain cooperative and harmonious relationships with developmental centers, the public, and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports, and establish and maintain project priorities.

**CERTIFICATION OR LICENSE:** Successful completion of the POST Basic Academy; Possess and maintain a current, valid California driver's license; a valid California Defensive Driving card, and possess and maintain a valid Cardiopulmonary Resuscitation (CPR) card.

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Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.